Jennifer Jordan

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215-813-4013 Syracuse, NY

EDUCATION

Syracuse University, Martin J. Whitman School of Management – Syracuse, NY **May 2024**
Master in Business Administration - Marketing

Syracuse University, College of Visual and Performing Arts - Syracuse, NY **May 2023**
Bachelor of Music in Music Industry
Minor in Women's & Gender Studies
GPA: 3.95/4.0

EXPERIENCE

UNIVERSITY UNION – Syracuse, NY
Marketing Co-Director **May 2021-May 2022**
- Lead team of students in brainstorming, planning, and executing marketing plans for on-campus shows
- Research, order, and distribute promotional materials to encourage attendance at upcoming events

GOOD FOR YOU EVENTS – Lafayette, NY
Production Intern **May 2021-August 2021**
- Head box office operations for show days at 7500 person capacity venue
- Oversee volunteer ticket scanners, ushers, greeters, and bar staff
- Resolve customer dissatisfaction through handling all refunds and exchanges of tickets

WARNER MUSIC GROUP – Remote
Career Classroom Series Participant **March 2021-May 2021**
- Participate in weekly Q&A sessions with WMG employees in 7 different departments
- Network with other aspiring music industry professionals across the U.S.

SKYLYNE MUSIC GROUP – Philadelphia, PA
College A&R Representative **February 2021-May 2021**
- Research, discover and present unsigned musicians to A&R team
- Participate in weekly meetings to listen to and critique new music

WINDING WAY RECORDS, LLC. - Newtown Square, PA
Business Development Assistant **November 2020-April 2021**
- Coordinate and execute playlist submission campaigns for new music releases
- Oversee radio, newspaper, and blogger relations for new music releases
- Supervise and train new interns

Intern **June 2020 - August 2020**
- Maintain database of music industry contacts worldwide
- Plan and produce first socially-distant concert series in Philadelphia region
- Participate in A&R calls with prospective artists
- Curate and schedule social media posts on Instagram, Facebook, Twitter, and LinkedIn

DOYLESTOWN TENNIS CLUB - Doylestown, PA **June 2015 - August 2019**
Teen Supervisor
- Create and maintain monthly work schedules for 5-6 teen staff members
- Manage training for teen employees and shadow progress
- Develop and practice communication and conflict resolution skills through working with others

SKILLS

- **Software Skills**: Microsoft Office, Google Suite, Instagram, Facebook, Twitter, Snapchat, YouTube, WordPress
- **Soft Skills**: Dale Carnegie customer service skills, problem-solving, organization, teamwork, time management